

INVENTORY ADJUSTMENT

1. PROPERTY ACCOUNT					3. VOUCHER NUMBER			
2. ACCOUNTABLE OFFICER					4. DATE			
5. LINE ITEM	FSC OR STOCK NO.	DESCRIPTION OR NOMENCLATURE	UNIT	UNIT COST	OVERAGE QUAN. TOTAL COST		SHORTAGE QUAN. TOTAL COST	

6. REMARKS

Preparing Official _____ (Signature) _____ (Date)

7. ACTION OF APPROVING AUTHORITY: The line items deleted are to be listed on a Report of Survey. The remaining line items are approved for adjustment. (See Exhibit X 31A Instructions)

Approving Official _____ (Signature) _____ (Date)